Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting

Wednesday, August 17, 2010 - 10:00 AM – 12:00 PM

DRAFT – *Not Yet Approved by the SIEC*

SIEC Members Present
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Absent
  None

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:
- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Andrew Clark, Project Manager, GITA
- Michael Britt, Project Manager, GITA
- Emilie Sundie, Project Manager, GITA

Additional Meeting Presenters
- Morgan Hoaglin, Communications Coordinator, Arizona Division of Emergency Management
- Carl Reitz, Radio Systems Engineer, City of Peoria
- Mike Worrell, Captain, Phoenix Fire Department

27 interested parties and members of the public were also present.

Call to Order
The meeting was called to order at 10:00 AM by Paul Wilson, Co-Chair. Mr. Wilson announced that Emilie Sundie would be leaving the PSIC Office and returning to the private sector. Mr. Wilson thanked Ms. Sundie for her service to the SIEC and the State.

Approval of Minutes – May 18, 2010 SIEC Public Meeting
Action Item
Motion: Mark Venuti made a motion to approve the May minutes.
Second: Pete Weaver
The motion was unanimously carried.

Installation of AIRS Suite at Long Mesa
Action Item
Presenter: Morgan Hoaglin, Communications Coordinator, Arizona Division of Emergency Management

Mr. Morgan Hoaglin presented a request for concurrence to the committee to enhance the AIRS System by installing an AIRS repeater suite at the existing Bureau of Indian Affairs Truxton Canyon Agency's (BIA TCA's) communication site at Long Mesa. Numerous incidents have demonstrated the need for emergency communications in the area that will be served by the Long Mesa site. Coconino County will gain significant additional coverage in the previously underserved western part of the county and the Havasupai Tribe will receive its first AIRS coverage. The Long Mesa project will make use of one of three AIRS flyaway suites belonging to ADEM. DPS and ADEM are collaborating to provide the remaining equipment and labor required to install and activate the repeater suite.

Motion: Mark Venuti made a motion to approve the installation of an AIRS Suite at Long Mesa.
Second: Jesse Cooper
The motion was unanimously carried.

AIRS MOU requests from Non-Governmental Organizations, Public Service Organizations, and Secondary Responders
Presenter: Scott Tillman, Wireless Systems Engineer, DPS Wireless Systems Bureau
Information & Discussion Item

Mr. Scott Tillman presented a request from the Arizona Department of Public Safety asking for recommendations from the SIEC on a policy permitting use of the Arizona Interagency Radio System (AIRS) by Non-Governmental, Public Service and Secondary Responder Organizations. As awareness of AIRS has increased, a number of informal inquiries and requests from such organizations have been made to DPS and PSIC staff. The SIEC requested that PSIC staff work with the SIEC operational and technical workgroups to develop a draft policy for fairly and uniformly permitting the use of AIRS by Non-governmental, Public Service and Secondary Responders.

700 MHz Interoperable Channel Plan
Presenter: Carl Reitz, Radio Systems Engineer, City of Peoria
Information & Discussion Item

Mr. Carl Reitz briefed the committee on the efforts of the Communications Unit Workgroup to develop the 700 MHz Interoperable Channel Plan. The current version of the draft plan combines recommendations developed to date with existing standards and guidance (i.e. NCC, NPSTC, FCC). Mr. Reitz reported that the workgroup has additional standards that need to be completed before the plan can be presented to the SIEC. The additional standards include:

- A statewide standard requirement to program a minimum number of specific 700 MHz national interoperability channels
- Recommendation for primary and secondary "General Public Safety Service" channels to help users "know where to start"
- Recommendation on how command interoperability with secondary responder organizations (i.e., Red Cross, Transportation, Pet Rescue) should be accomplished
- Establishment of statewide standards for secondary trunked use of General Public Safety Service channels, i.e. system keys, IDs, trunking personalities
- Development of procedures outlining how the SIEC and 700 MHz Regional Planning Committee can interface to administer interoperability channels

The draft plan is a work in progress and available for review on the PSIC website.

Communication Unit Workgroup Policies and Procedures
Presenter: Mike Worrell, Captain, Phoenix Fire Department
Action Item

Mr. Mike Worrell updated the Committee on the recent activities of the Communication Unit Workgroup. The Workgroup is developing the process for facilitating completion of COML Taskbooks. In addition, the Workgroup has developed draft Policies and Procedures for guiding the operations of the Workgroup. Mr. Worrell presented a request to the Committee to approve the draft Policy as well as the creation of the National Incident Management System (NIMS) Communication Unit Workgroup (NIMS-CU). The Standing Workgroup will review qualifications of each Arizona Regional COML applicant and award recognition to qualified applicants. The Workgroup will be responsible for maintaining a body of policies and procedures related to its work which are subject to modification, review and approval by the SIEC. The Workgroup will have a minimum of four members, all appointed by the SIEC.

Motion: Mark Venuti made a motion to approve the creation of the National Incident Management System Communication Unit Workgroup (NIMS-CU) and its procedures.
Second: Jesse Cooper
The motion was unanimously carried.

AIRS Training Video & Rollout Plan
Presenter: Andrew Clark, Project Manager & PSIC Outreach, PSIC Office, GITA
Information & Discussion Item

Mr. Andrew Clark presented an overview of the new AIRS Training Program that was developed with $55k in funding from the Interoperable Emergency Communications Grant Program. The training program was designed to promote AIRS by informing agencies about its existence; and ensure the effective use of AIRS as a statewide interoperable communications asset. Mr. Clark first previewed the AIRS training video for the Committee then presented background on the Training Program, the various components of the program and the planned rollout of the training.

Statewide Policies, Standards and Procedures Program
Presenter: Michael Britt, PSIC Project Manager, PSIC Office, GITA
Information & Discussion Item

Mr. Michael Britt briefed the Committee on the Statewide Policies, Standards and Procedures (PSP) project he is managing for the PSIC Office. The PSP project is one of the 12 strategic initiatives outlined in the Statewide Interoperable Communications Plan (SCIP). The purpose of the project is to establish a PSP Framework, and implement PSPs for Statewide Interoperable Communications Solutions.

Mr. Britt provided background to the Committee on the existing policies, including the SCIP; research from other States; definitions of Terms; and a proposed structure for the PSP framework. Mr. Britt also outlined the proposed approach for the project and the implementation schedule.

Summary of APCO National Meeting (Houston)
Presenter: Michael Todd, PSIC Regional Interoperability Manage, PSIC Office, GITA
Information & Discussion Item

Mr. Michael Todd summarized interoperability related highlights from the Association of Public Safety Communications Officials (APCO) conference he attended on August 1-4, 2010 in Huston Texas. Topics covered during the conference include:

- Radios Update
- FCC Roundtable
- Broadband
- Narrowbanding
- Plain Language
- PSAP Consolidation

NECP Goal One National Reflections
Presenter: Michael Todd, PSIC Regional Interoperability Manage, PSIC Office, GITA
Information & Discussion Item

Mr. Michael Todd provided his reflections on the NECP Goal One observations. Mr. Todd was involved in the observation of six events across the nation. Mr. Todd discussed various challenges to communications observed at each event, as well as some of the lessons learned from the events. The events observed include:

- Holiday Bowl, San Diego, CA
- Kentucky Derby, Louisville, KY
- Memorial Day Weekend, Miami Beach, FL
- Summerfest, Milwaukee, WI
- 4th of July, Washington D.C.
- Major League Baseball All Star Game, Anaheim, CA

Comments from the Public
No comments were received from the public.

Meeting Adjournment
Motion: Pete Weaver motioned to adjourn the meeting.
Second: Jesse Cooper
The motion was unanimously carried.
Meeting Adjourned at 12:22 AM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.